

**Minutes**  
**Nevada State Emergency Response Commission**  
**Policy Committee**  
Professional Engineers and Land Surveyor's State Board Room  
1755 E. Plumb Lane, Suite 130  
Reno, NV  
**June 14, 2006**

**Members Present**

Jim O'Brien, Chair  
Larry Farr  
Tom Porta

**Members Absent**

Jim Reagan

**Staff**

Karen Kennard  
Suzanne Adam  
Glade Myler

**Guest**

Alex Morey

**I. Call to Order**

Jim O'Brien called the meeting to order at 9:00 a.m. Mr. O'Brien advised Tom Porta would be late for the meeting. The Committee could discuss agenda items but could not make motions until Mr. Porta was present.

**II. Introductions**

Members, staff, and guest introduced themselves as shown above.

**III. Old Business**

**A. Approval of the January 12, 2006 meeting minutes**

The January 12, 2006 meeting minutes were discussed; however, no action was taken pending a quorum.

**IV. New Business**

**A. Discussion/Recommendation on possible revision to SERC policy 8.1, "Review of Annual Hazardous Materials Response Plan and Exercise Report form", regarding submission of minutes and written notice of review of emergency response plan**

Karen Kennard discussed the change the Planning and Training Subcommittee suggested to SERC policy 8.1 stating there is redundancy in requiring both the meeting minutes and written notice of review of emergency response plan. This change to SERC policy 8.1 would not require the LEPC chair to notify the SERC staff in writing the emergency response plan was reviewed when the LEPC has submitted detailed minutes to this effect. No action was taken pending a quorum.

**B. Discussion/Recommendation on possible revision to SERC policy 8.2a, "License Plate Funding Grant Application, Grant Awards", regarding the requirement to submit training requests to the State Fire Marshal**

After discussion, the Committee agreed there should be one entity coordinating terrorism training requests.

Mr. O'Brien contacted Frank Siracusa with the Department of Public Safety, Division of Emergency Management (DEM). Mr. Siracusa advised DEM has a training officer with catalogs and access to a variety of training under combating terrorism. Mr. Siracusa stated DEM would accept the responsibility. Mr. O'Brien stated in SERC policy 8.2a under Policy section, A.1.a. "State Fire Marshal's Office" will be replaced with the "Division of Emergency Management (DEM)". Also, under the Procedures section, Item D, strike "level of response" and insert "guidelines referred to in section A." In addition, in the Procedures section, Item E, strike "based on the Planning and Training Subcommittee's recommendations" in the first sentence, and "based on guidelines referred to in section A" will be added to the second sentence. No action was taken pending a quorum.

*A quorum was present*

**C. Discussion/Recommendation on possible revision to SERC policy 8.2a, "License Plate Funding Grant Application, Grant Awards" to include grant application evaluation factors**

A discussion ensued about evaluation factors for the United We Stand (UWS) grant application. Mr. O'Brien stated the Homeland Security Commission (HSC) spent a three-month, statewide process developing an enhancement plan to improve preparedness in Nevada. Included in this process, the HSC completed an analysis of strengths and weaknesses, possible solutions and developed initiatives to serve the citizens of Nevada. The purpose of this plan is to enhance preparedness throughout the State on a capabilities basis. Mr. O'Brien added if there is a statewide enhancement plan already in place, the SERC should be keeping pace with what that enhancement plan states.

Mr. Farr made a motion to postpone until an indefinite time to see if there are changes made by the Legislature during the next session. Tom Porta seconded the motion which was approved unanimously.

**D. Discussion/Recommendation on possible revision to SERC Policy 8.5, "Funding of Grants," to require quarterly financial reports**

Ms. Kennard stated at present the Nevada Administrative Codes have been adopted, and the Committee needs to make corrections to SERC Policy 8.5. Mr. Farr made a motion to recommend the SERC approve the change in Section D, 1.a. to read "Requests for reimbursement shall be submitted not later than 30 days after the last day of the quarter." Mr. Porta seconded the motion which was approved unanimously.

**E. Discussion/Recommendation on possible development of policy requiring SERC grant funded radio purchases to be compliant with Nevada Communication Interoperability Plan**

Ms. Kennard advised this item surfaced from the April 2006 SERC meeting, when Terry Savage of the Department of Information Technology made a presentation on the Nevada Communication Interoperability Plan. The SERC directed the Policy Committee to consider and advise whether radio purchases made with funds received from the SERC should be compliant with the Interoperability Plan. A discussion ensued.

Mr. Farr made a motion to recommend the development of a policy to require compliance with the Interoperability Plan. Mr. Porta seconded the motion which was approved unanimously.

**F. Discussion/Recommendation on possible development of policy regarding SERC grant funded purchases of satellite phones and fee for monthly service**

A discussion ensued.

Mr. Farr made a motion to recommend development of a policy to allow grants awarded for the purchase of the satellite phones only and the LEPCs will be responsible for incurring the costs of monthly fees and maintenance charges. Mr. Porta seconded the motion which was approved unanimously.

**G. Discussion/Action/Recommendation regarding enforcement of compliance deadlines**

Ms. Kennard advised this item was introduced by SERC staff. With every deadline, there are several noncompliant LEPCs. A discussion ensued and suggestions made regarding phone calls, follow-up emails and certified letters.

The Committee determined appropriate policies with deadlines are in place. No action was taken.

***Revisited IV, New Business, Items A and B***

- A.** Mr. Porta made a motion to recommend to the SERC approval of SERC policy 8.1 with the changes to the Policy section, A.1 and the Procedures section, A.1. Mr. Farr seconded the motion which was approved unanimously.
- B.** Mr. Porta made a motion to recommend to the SERC approval of the changes to SERC policy 8.2a. Mr. Farr seconded the motion which was approved unanimously.

**V. Public Comments**  
No public comment.

**VI. Adjournment**

Mr. Farr made a motion the meeting be adjourned at 10:50 a.m.